



LARRY W. PROPES  
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UNITED STATES DISTRICT COURT  
DISTRICT OF SOUTH CAROLINA

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NOTICE AND REGISTRATION

The United States District Court for the District of South Carolina will “go live” on Electronic Case Filing in January 2005. Training is required and may be obtained by completing the on-line Computer-Based Training Modules, the on-line ECF Tutorials, or attending a 2-hour classroom training session.

Sessions have been approved for CLE credit and will be held statewide beginning in November as indicated on the registration form. Classes will be held in each division at the following courthouses: Charleston, Columbia, Florence, and Greenville.

Class size is limited so registrations will be accepted on a first-come, first-served basis. If an insufficient number of registrations are received for a given class, registrants will be notified and offered alternative sessions.

**FREE OFFER:** All filings in ECF **must** be converted to Portable Document Format (PDF) prior to submission. Adobe Acrobat software enables that process. The first attendee from a law firm (statewide regardless of location) to attend a session will be eligible for a license to Adobe Acrobat. If multiple attendees from the same firm “tie,” the one with the earliest registration will receive the license. *While Supplies Last.*

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

FIRM: \_\_\_\_\_ CITY: \_\_\_\_\_

***Choose one session and one location:***

☐ Charleston

☐ Columbia

☐ Florence

☐ Greenville

\*Tuesday, November 9: ☐ 9-11 ☐ 2-4

Tuesday, November 16: ☐ 9-11 ☐ 2-4

Friday, November 19: ☐ 9-11 ☐ 2-4

Tuesday, November 23: ☐ 9-11 ☐ 2-4

Tuesday, November 30: ☐ 9-11 ☐ 2-4

Wednesday, November 10: ☐ 9-11 ☐ 2-4

Wednesday, November 17: ☐ 9-11 ☐ 2-4

Wednesday, November 24: ☐ 9-11 Columbia only

\*Florence will not hold sessions this date.

Please fax your registration to: **803-765-5469**. *NOTE: You will NOT receive a confirmation. You WILL be notified if your registration cannot be accommodated.*

**Training for Trainer sessions will also be available so that firms with appropriate staffing and facilities can conduct their own sessions on an on-going basis. We have received approval to certify trainers so that they can request CLE for sessions they conduct. If you are interested in a Training for Trainers, please call Lois McLeod at 803-253-3527.**